



**Policy:** 2410  
**Procedure:** 2410.03  
**Chapter:** Facilities Management/Loss  
Prevention  
**Rule:** Safety Inspections

**Effective:** 12/29/05  
**Replaces:** 2410.03  
**Dated:** 11/27/01

### **Purpose:**

Arizona Department of Juvenile Corrections (ADJC) strives to maintain a safe and healthful workplace free of recognized hazards that may result in employee injury, property damage, or loss. This Department shall comply with state and federal laws, regulations, and standards requiring the establishment and implementation of procedures for scheduled routine inspections of buildings, grounds, equipment and machinery.

Safety inspections consist of evaluations or assessments conducted on equipment, facilities, grounds, or processes to identify potential safety hazards so that actions can be taken to correct the condition. Potential safety or health hazards shall be addressed whether or not they are regulated by government standards to ensure the safety of employees, juveniles, visitors, or contractors working in the ADJC facilities.

### **Rules:**

1. All facilities (including leased office facilities), grounds and equipment shall be inspected on a routine basis to identify potential safety or health hazards by the work area supervisor.
  - a. At a minimum these inspections shall occur quarterly;
  - b. All facilities and grounds inspections shall be reviewed and may be inspected at least quarterly by Loss Prevention Chairperson of each respected secure facility;
  - c. Equipment inspection frequency should be determined by the type of equipment, use (frequency), and any unique hazards that are inherent to the operation of that equipment;
  - d. Inspections conducted on facilities, grounds, or equipment shall be documented and signed by the person conducting the inspection.
    - i. The appropriate check list, Form Series 2410.03, shall be utilized for each inspection. Any additional comments shall be entered under the site specific requirements.
  - e. Hazards identified during an inspection shall be corrected immediately when such action can be accomplished.
    - i. A work order shall be submitted to correct hazards;
    - ii. Appropriate action shall be taken by the supervisor to ensure that employees that may be exposed to an identified hazard are adequately informed. This may include posting of warning signs or removing equipment from service.
  - f. Results of inspections shall be forwarded, along with action taken or planned, to the Loss Prevention Chairperson, within twenty-four (24) hours of the inspection. A copy of the inspection shall be maintained in the work area;
  - g. Hazard abatements that require assistance shall be documented and submitted to the Loss Prevention Chairperson in order to abate the identified hazard in a timely manner.
2. Supervisors are responsible for conducting safety inspections on a routine basis for all facilities, equipment, and processes under their control. This responsibility includes:
  - a. Ensuring that actions to correct identified hazards are taken in a timely manner;
  - b. Monitoring and documenting actions that are being taken for hazards that cannot be corrected immediately;
  - c. Seeking assistance from the Loss Prevention Coordinator in identifying hazards, determining the frequency of inspections on equipment, and in conducting job hazard assessments when needed.

## Procedure 2410.03 Safety Inspections

### Page 2 of 2

3. The ADJC Loss Prevention Coordinator shall monitor department's inspection program to ensure that the following actions take place:
  - a. Supervisors identify equipment and processes that require routine inspection.
    - i. These include such items as equipment used by employees and processes that present a potential hazard (safety or health) to employees, juveniles, visitors, interns, or contractors working in the ADJC facilities.
  - b. Routine inspections are conducted;
  - c. The effectiveness of inspections conducted is monitored;
  - d. Remedial action is taken to correct identified hazards or deficiencies in a timely manner;
  - e. Supervisors receive adequate training in conducting internal safety inspections and job hazard assessments to identify potential workplace hazards.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/29/05	Debra Peterson		